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## MEMORANDUM OF UNDERSTANDING

Establishing a joint project between the **Library and Information Service** and  
....., Stellenbosch University

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The parties to this Memorandum of Understanding (MoU) agree to the following:

### Purpose and Scope of Project

The implementation of a platform (OJS) to host (open access) online journals is a collaborative effort between the Library and Information Service and departments and units affiliated with the University, in support of the mission and strategy of the University of Stellenbosch.

### Conditions and Arrangements

The Library and Information Service will be responsible for the following:

- Providing hosting for the journal at <http://journals.sun.ac.za>;
- Fulfilling the role of super administrator;
- Training for editors in the use of the OJS system, including ongoing technical support;
- Assistance in the setup of the journal including advice on editorial workflow, user management, copyright issues, and inclusion of rich media as part of an e-journal article;
- Acquisition of an EISSN for the journal, and registration in the Directory of Open Access Journals, free of charge;
- Registration of the journal with other free of charge indexing systems;
- Provision of DOIs (digital object identifiers) for individual journal articles during the duration of the pilot project at \$ 1 per article. Annual subscription costs will be covered by the library (\$ 275);
- Depositing bibliographic details and DOI of articles in CrossRef database;
- Content archiving (for long-term preservation) of the journal in OJS or LOCKSS or SUNScholar;
- Consulting on copyright, indexing and database options.

The journal owners will be responsible for the following:

- Journal marketing and advertising;

- Administrative management of the journal (Journal Manager);
- Graphical design expenses if outsourced;
- Editorial management (e.g. identifying reviewers, corresponding with authors);
- Peer reviewing;
- Article production (e.g. copyediting, layout, proofreading);
- Journal issue production;
- Subscription management (if journal offers subscriptions in addition to open access);
- Accounts payable or receivable (including billing authors if journal charges author fee);
- Journals need to have an expected long-term affiliation with the University, and must be available as “libre” open access;
- The logo of the University Library and Information Service is to be added to the home page of each journal, with a set phrase at the bottom (hyperlinked): Powered by [OJS](#) and hosted by [Stellenbosch Library and Information Service](#).

The library recommends that all articles be made available under a Creative Commons (CC-BY-NC-ND or more permissive) license. See <http://za.creativecommons.org/>.

The present MoU describes the general conditions and arrangements for future co-operation between the parties. It is not legally binding on the parties.

Signature: \_\_\_\_\_

For and on behalf

Of: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

For and on behalf

Of: \_\_\_\_\_

Date: \_\_\_\_\_

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Memorandum of Understanding prepared by:

12/03/2011